

## **Public Involvement Plan (PIP) Instructions for Minor Projects**

### **1. Fill in the Des Number, Route, Location and Project Manager**

### **2. Complete the table**

#### **Milestones in the Minor Project Development Process**

The following are milestones in the Minor Project Development Process (PDP) where coordination and communication must occur:

- Project Initiation (Minor PDP Steps 1 and 2)
- Preliminary Engineering (Minor PDP Step 3)
- Preliminary Design (Minor PDP Steps 4 and 5)
- Final Design (Minor PDP Steps 6 through 11)

INDOT's PDP Manual: <http://www.in.gov/indot/files/ProjectDevelopmentProcessManual.pdf>

Some level of communication and involvement must occur at each milestone. Earlier involvement milestones (Project Initiation, Preliminary Engineering, and Preliminary Design) should incorporate techniques that are more involved and engaging. Few things have been decided and the opportunity to influence the transportation solution is high. During each milestone of the development process, decisions are made and the opportunity to influence the outcome lessens. Later involvement milestones (Final Design) should incorporate techniques that are more informing.

#### **Involvement Technique**

A variety of involvement techniques can be utilized to engage with the public and stakeholders. Techniques listed in this table are identified as most applicable for each Milestone in the Minor Project Development Process and is by no means all inconclusive.

#### **Description of Involvement Technique**

This generally describes how to accomplish the Involvement Technique.

#### **Applicable?**

Determine which Involvement Techniques are applicable based on your project's scope. If the Involvement Technique is determined appropriate, mark this column. Some of the Involvement Techniques are mandatory; these are already marked as "applicable." The kick-off meeting, the community context audit, coordination with the primary local contacts, and the INDOT Public Involvement Manual are all resources in determining which Involvement Techniques are applicable for your project.

#### **Project Specifics**

Once an Involvement Technique is determined appropriate for the project, describe how the technique will be accomplished (the method, purpose, who to involve, target date, etc).

#### **Date Completed**

Document when the Involvement Technique was completed.

#### **Completed By**

Document who was responsible for completing the Involvement Technique.

**3. Identify Primary Local Contacts**

Provide contact information for primary local contacts specific to the project. Local contacts may include the following: City/Town/County staff, Elected Officials, etc.

**4. Identify Other Key Stakeholders**

Provide contact information for key stakeholders specific to the project. Potential stakeholders may include the following: local government, general public, INDOT, businesses, community/neighborhood groups, development associations, disenfranchised groups, educational facilities, emergency services, health facilities, industrial companies, media, non-profit organizations, persons with disabilities, safety agencies, residents, seniors, sports/recreation groups, transportation users, utilities and youth.

**5. Notes**

Place to document project changes, concerns, commitments, modifications, etc.